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THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF UNEMPLOYMENT ASSISTANCE

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DIRECTOR

January 16, 2010

John Smith  
5 Main St.  
Town Name, MA 00000-0000

Dear Mr. Smith:

Welcome to the Workforce Investment One-Stop System — a network of Career Centers providing employment and training services for unemployed workers. To assist you with your reemployment efforts, we have designed a Career Center Seminar to introduce you to the portfolio of services available at the 37 One-Stop Career Centers located across the Commonwealth.

Massachusetts Career Centers are a proven, valuable resource to those who want to return to work as quickly as possible. Over 96,000 job seekers obtained employment after receiving services last year. At the Career Center Seminar, you will learn important information about numerous reemployment services to help you compete for good-paying jobs. All of these services are available at no cost to you.

- Required approvals/critical deadlines for approved training programs while collecting unemployment.
- Valuable Job Search Inventory tool that will help organize and guide your job search.
- Career coaching from professional staff, and information/referrals to skill training programs.
- Computers and other resources to help you identify growing companies and access thousands of job postings from employers who are hiring qualified workers.
- Workshops that help you write winning résumés and cover letters that will get you an interview.

Please note that your attendance at the seminar is required to maintain your eligibility for unemployment insurance. To register for this mandatory Career Center Seminar, call the Automated Career Center Seminar Scheduling System at 1-800-653-5586 or the Career Center nearest you. Enclosed is a listing of locations for your convenience. **Your deadline for attending the seminar in order to remain eligible for unemployment insurance benefits is 02/19/2010 .**

For more information about this or other services available, please contact your nearest Career Center directly, or visit [www.mass.gov/careercenters](http://www.mass.gov/careercenters).

Enclosure

Sincerely,

Judith L. Cicatiello

This document contains important information.  
Please have it translated immediately.

В этом документе содержится очень важная информация. Постарайтесь, пожалуйста, срочно перевести его.

Este documento contiene información importante.  
Por favor, hágalo traducir de inmediato.

Dokiman sila genyen enfòmasyon ki enpòtan.  
Tanpri fè on moun tradwi l pou ou imedyatman.

Questo documento contiene informazioni importanti. Questo modulo va tradotto immediatamente.

Este documento contém informações importantes. Deve ser traduzido prontamente.

Tài liệu này bao gồm thông tin quan trọng. Xin dịch bản này ra ngôn ngữ của quý vị ngay.

ເອກະສານສະບັບນີ້ໄດ້ປັນຈຸເອົາຂໍ້ມູນສຳຄັນ.  
ກະລຸນາໃຫ້ເອກະສານສະບັບນີ້ໄດ້ຖືກແປອອກຢ່າງບໍ່ລີ້ຊ້າ.

ឯកសារនេះផ្ទុកព័ត៌មានដ៏សំខាន់ ។  
សូមបកប្រែវាជាបន្ទាន់ ។

這文件包含重要的資訊。  
請立即把它翻譯。